



# CITY OF FAIRFIELD

Founded 1856

Incorporated December 12, 1903

## **HOME OCCUPATION APPLICATION INSTRUCTIONS**

### **BEFORE FILLING OUT THE ATTACHED FORM PLEASE READ CAREFULLY**

The attached Home Occupation Permit Application and the Home Business Information Form must be completed and submitted to the Finance Department, along with the completed Business License Application.

Your completed applications will be reviewed by the City of Fairfield for approval within one week; or you may obtain the approval immediately by coming to the Planning and Development public counter (Fairfield City Hall, 2nd floor, 1000 Webster Street, Fairfield, CA 94533).

In order for the Home Occupation Permit to be approved, you must comply with all of the standards on the attached sheet. Conditions of approval may be applied to the permit for consistency with the requirements.

If your application cannot be approved, you will receive a phone call or letter to discuss what would need to occur for the home occupation to meet City requirements.

For additional information, call the Planning staff at 707-428-7463.

**HOME OCCUPATION APPLICATION/PERMIT**

**NAME OF OWNER/OPERATOR:** \_\_\_\_\_

**NAME OF BUSINESS:** \_\_\_\_\_

**MAILING ADDRESS OF BUSINESS:** \_\_\_\_\_

\_\_\_\_\_

**TYPE OF BUSINESS:** \_\_\_\_\_

**BRIEF DESCRIPTION OF BUSINESS OPERATIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**OWNER/OPERATORS CERTIFICATE**

(Please print) I, \_\_\_\_\_, do hereby certify under penalty of perjury that I am an owner/operator of the subject business involved in this application and that to the best of my knowledge and belief the business operations meet the Home Occupation requirements as set forth in Section 25.044.05 of the Fairfield Zoning Ordinance.

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

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**FOR DEPARTMENT USE ONLY**

**CONDITIONS OF APPROVAL:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is to certify that the foregoing application has been approved on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by: \_\_\_\_\_.

**CITY OF FAIRFIELD**  
**HOME OCCUPATION REQUIREMENTS**

In accordance with Section 25.20.4.5 of the City of Fairfield Zoning Ordinance, home occupations shall be clearly incidental and accessory to the use of the residence as a dwelling. To ensure that a home occupation remains compatible with the surrounding residential uses, a home occupation must comply with the following standards:

**25.20.4.5 Home Occupations**

This Section allows for home-based business activity that is clearly subordinate and compatible with residential land uses, and will not negatively impact the character of the residential area. Childcare businesses are not regulated by this section but are instead subject to Section 25.32.5 (Child Day Care Facilities and Private Schools).

**A. Permit requirements.** No person shall conduct a home occupation without a Home Occupation Permit (concurrent with a Business License, as required in Chapter 10b of the City Code). Home occupation permits shall not be transferred to other persons or locations.

**B. Operating standards.**

1. Accessory use only. Home occupations shall be clearly incidental and accessory to the use of the residence as a dwelling.
2. Prohibited activities, equipment, and materials. The following uses and activities are prohibited as part of any home occupation:
  - a. Use of equipment or machinery that is not customarily incidental to domestic use (e.g., cement mixers, tractors, and paint booths).
  - b. Equipment, machinery, or processes that create noise, smoke, glare, fumes, odor or vibration (e.g., assembly requiring power tools, carpentry) discernible by a person of reasonable senses at the property line.
  - c. Uses that involve activities or use of equipment or materials on more than an intermittent basis so as to change the fire safety or occupancy classification of the premises (e.g., welding).
  - d. Activities that cause electromagnetic (e.g. radio, television, etc.) interference to surrounding properties.
  - e. Use or storage of chemicals or processes that are not customarily associated with domestic use.
  - f. Repair of motor vehicles.

**C. Customers.** Up to eight patron visits per day shall be permitted between the hours of 7:00 AM and 7:00 PM. There shall be no restriction on the number of patrons visiting at any given time, so long as the total number of visits per day does not exceed eight.

**D. Delivery or pick-up of items.** Delivery or pick-up to or from the premises, except postal and small parcel, is prohibited. No more than four small parcel deliveries shall be permitted each day.

**E. Employees.** No persons, other than residents of the household for which the permit has been issued, shall engage in the home occupation at the home.

**F. Exterior evidence of use prohibited.** To ensure that dwellings for which home occupation permits have been issued remain compatible with surrounding residential use, the following regulations shall apply:

1. The home occupation shall be conducted entirely within the principal dwelling.
2. Incidental storage in a garage shall not displace any required parking.
3. The home shall not require any alteration not customarily associated with residential use. Home occupation activities shall not be visible from the public rights-of-way or neighboring properties.
4. Outdoor storage or storage in any accessory building or structure is prohibited.

5. There shall be no window display, sign, or other identification of the home occupation on the premises. No off-site sign shall be placed as to denote the location of the home occupation.

6. No home occupation shall produce quantities or types of refuse not customarily associated with a residential use.

**G. Firearms sales.** Prior to receiving a Home Occupation Permit, firearms dealers shall provide a written statement to the Department specifying that:

1. No firearms, ammunition, or accessories shall be sold or offered for sale on the premises.

2. The exchange of firearms shall only be conducted at gun shows.

3. No stock in trade shall be kept on the premises, and no services shall be conducted on the premises.

In the event that Federal or State law prohibits the exchange of merchandise outside of the home (i.e., the business location), Home Occupation Permits for firearms sales shall become void.

**H. Vehicles, parking, and traffic.** No vehicle shall be allowed in conjunction with a home occupation that has been manufactured or altered to provide mobile services. Examples of vehicles that have been manufactured or altered to provide mobile services include, but are not limited to, ice cream trucks, catering trucks, or tow trucks. Parking needs and traffic volumes generated by the home occupation shall not exceed that typically generated by a residential use.

1. The home occupation shall be conducted entirely within the principal dwelling. Home occupation activities shall not be visible from the public rights-of-way or neighboring properties.

2. Incidental storage in a garage shall not displace any required parking. Outdoor storage or storage in any accessory building or structure is prohibited.

3. The home shall not require any alteration not customarily associated with residential use.

4. There shall be no window display, sign or other identification of the home occupation on the premises. No off-site sign shall be placed as to denote the location of the home occupation.

5. No home occupation shall produce quantities or types of refuse not customarily associated with a residential use.

6. A maximum of eight patron visits per day shall be permitted between the hours of 7:00 a.m. and 7:00 p.m.

7. Deliveries to the premises, except postal and small parcel, are prohibited. No more than four small parcel deliveries shall be permitted each day.

8. No persons, other than residents of the household for which the permit has been issued, shall engage in the home occupation at the home.

9. Parking needs and traffic volumes generated by the home occupation shall not exceed that typically generated by a residential use.

**The following uses and activities are prohibited as part of any home occupation:**

1. Use of equipment or machinery that is not customarily incidental to domestic use (e.g., cement mixers, tractors, and paint booths).
2. Equipment, machinery, or processes that create noise, smoke, glare, fumes, odor or vibration (e.g., assembly requiring power tools, carpentry) discernible by a person of reasonable senses at the property line.
3. Uses that involve activities or use of equipment or materials on more than an intermittent basis so as to change the fire safety or occupancy classification of the premises (e.g., welding).
4. Activities that cause electromagnetic (e.g., radio, television) interference to surrounding properties.
5. Use or storage of chemicals or processes that are not customarily associated with domestic use.
6. Any vehicle whose laden weight exceeds one ton, or has been manufactured or altered to provide mobile services (e.g., ice cream trucks, tow trucks, etc.).
7. Repair of motor vehicles.

The following additional requirements apply to firearms sales:

1. No firearms, ammunition, or accessories shall be sold or offered for sale on the premises.
2. The exchange of firearms shall only be conducted at gun shows.
3. No stock in trade shall be kept on the premises, and no services shall be conducted on the premises.

In the event that Federal or State law prohibits the exchange of merchandise outside of the home (i.e., the business location), Home Occupation Permits for firearms sales shall become void.



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## HOME BUSINESS INFORMATION FORM

Business Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Name of Owner and Address \_\_\_\_\_

### EMERGENCY CONTACTS

Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

Name \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

	NAME OF PRODUCT(S) USED	LOCATION WHERE STORED
<b>Flammable:</b>		
<b>Combustible:</b>		
<b>Toxic:</b>		
<b>Caustic:</b>		
<b>Acid:</b>		
<b>M.S.D.S. Required:</b>		

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Information Taken By: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

CAD Input Date: \_\_\_\_\_ Entered By: \_\_\_\_\_